

**MASSAPEQUA PUBLIC LIBRARY  
MINUTES  
REGULAR MONTHLY MEETING  
MAY 9, 2011**

The regular monthly meeting of the Library Board of Trustees was held on Monday, May 9, 2011, at 7:45 p.m., in the Bar Harbour building.

Present:       Rosemary Gensler, Chairman  
                  Catherine R. Reilly, Vice Chairman  
                  Anthony J. Demasco, Treasurer  
                  John H. Laibach, Trustee  
                  Patricia Page, Director  
                  Maris Job, Assistant Director  
                  Linda Masella, Principal Account Clerk  
                  Jody Brower, Secretary to the Director

Absent:         Gail K. Kubit, Secretary

Mrs. Gensler called the meeting to order at 7:55 p.m., and opened it with the Pledge of Allegiance to the Flag.

After consideration, on motion by Mr. Demasco, seconded by Mr. Laibach, and carried, Board Meeting Minutes dated March 7, 2011, were approved.

After consideration, on motion by Ms. Reilly, seconded by Mr. Laibach, and approved, Board Meeting Minutes dated April 11, 2011, were approved with changes.

After consideration, on motion by Mrs. Gensler, seconded by Mr. Laibach, and carried, Monthly Treasurer's Report, dated April 30, 2011, balance \$433,320.88, was approved.

After consideration, on motion by Mrs. Gensler, seconded by Mr. Demasco, and carried, Monthly Financial Report dated April 30, 2011, was approved.

After consideration, on motion by Ms. Reilly, seconded by Mr. Demasco, and carried, Voucher No. 2169, dated March 31, 2011, \$32,634.10 (check nos. 25536-25565), signed by Mr. Laibach, was approved.

After consideration, on motion by Mrs. Gensler, seconded by Ms. Reilly, and carried, Voucher No. 2170, dated April 7, 2011, \$46,029.99 (check nos. 25566-25611), signed by Mr. Laibach, was approved.

After consideration, on motion by Mr. Demasco, seconded by Mrs. Gensler, and carried, Supplement No. 1 to Voucher No. 2171, dated April 8, 2011, \$4,817.50 (check no. 25612), signed by Mr. Laibach, was approved.

After consideration, on motion by Ms. Reilly, seconded by Mrs. Gensler, and carried, Supplement No. 1 to Voucher No. 2170, dated April 20, 2011, \$95,261.55 (check nos. 25613-25661), signed by Mr. Laibach, was approved.

After consideration, on motion by Mrs. Gensler, seconded by Ms. Reilly, and carried, Supplement No. 1 to Voucher No. 2172, dated April 21, 2011, \$4,827.50 (check no. 25664), signed by Mr. Laibach, was approved.

After consideration, on motion by Mrs. Gensler, seconded by Mr. Demasco, and carried, Supplement No. 1 to Voucher No. 2172, dated April 21, 2011, \$4,827.50 (check no. 25644), signed by Mr. Laibach, was approved.

After consideration, on motion by Mrs. Gensler, seconded by Mr. Laibach, and carried, Voucher No. 2173, dated April 29, 2011, \$28,897.28 (check nos. 25665-25695), signed by Mrs. Kubit, was approved.

Payroll Voucher No.2171, dated April 15, 2011, \$120,972.18, wire transfer, signed by Mr. Laibach, was reviewed.

Payroll Voucher No.2172, dated April 30, 2011, \$120,132.96, wire transfer, signed by Mr. Laibach, was reviewed.

## **Director's Report**

The Director's Report covering Communications, Building and Grounds, and Public Relations, and Staff Report dated April, 2011 and Circulation Report dated April, 2011, were reviewed. Copies are attached to these minutes.

### **I. Communications**

A) Mrs Page reported that she inquired of other Directors if anyone has hired an outside grant writer. Twelve Directors responded; none has hired someone to do that work. Mrs. Page will watch for grant writing workshops that may be given.

B) The Board reviewed the proposed Exhibits Policy. A discussion was held and changes were made. The Board asked Mrs. Page to incorporate the changes and present the revised policy at the next Board Meeting for further review.

The Board agreed that the new guidelines will be discussed with art teachers who are selecting the artwork of their students for display at the Library. The art teachers will be responsible for the content of the selected work.

C) Mrs. Gensler brought the latest issue of *The Voice* from the Association of Library Trustees and asked Jody Brower to send copies of the information contained therein relative to

“Friends of the Library” to each Trustees for their review. There was discussion among the Board members as to the idea that the proposed Friends group should have a mission before it is established. Mrs. Gensler requested that the matter be tabled until the August Board Meeting in order to give the Trustees time to review the material.

D) After review and discussion, on a motion by Mrs. Gensler, seconded by Mr. Laibach, and carried, the Board adopted the Volunteer Release Form to be presented to all Library volunteers to sign.

E) The Trustees suggested September 19<sup>th</sup>, 26<sup>th</sup> or October 3<sup>rd</sup> for Trustees Day. Mrs. Kubit will be contacted to see if she is available any of those days.

F) Mrs. Page reminded the Board about the Area 4 Meeting on 6/16 at NLS. She will be attending the meeting.

G) Mrs. Page reported that patron e-mail addresses on file have increased dramatically.

## **II. Building and Grounds**

A) Additional video screens for program announcements in both Children’s Departments will cost approximately \$1,100.00 each. Mrs. Page asked the Board where they would like the new screen placed in Bar Harbour. The Board would like the Bar Harbour screen placed under the clock, facing towards the story hour room. Mrs. Page advised that Andy Ernst can do any required electrical work.

B) The Board wants the length of the expiring computer lease to be for 4 years.

C) Chris Drury is going to cover the peeling poles in front of the Bar Harbour building with vinyl when the weather warms up a little more.

D) Larry Rubinson will work with the painter who has expressed interest in painting the front railing at Bar Harbour to obtain a price quote.

## **III. Materials and Services**

A) After consideration, on motion by Mrs. Gensler, seconded by Ms. Reilly, and carried, the Board approved using \$1,800 to purchase video games for Wii, Xbox and PS3 for circulation. Fines for said material will be \$2 per day.

## **IV Public Relations**

A) The Board wants the contest for a new logo for the Library done before the school year is over. The contest will be open to Massapequa high school students in Grades 9-12. Contest information should be provided to the schools and posted in the Library. Submission must be received by June 15, 2011.

B) The Board reviewed the note from Connie Smith reporting positive comments heard about the Library and staff on a recent bus trip.

C) Jody Brower will e-mail a full copy of the essay written by Dr. Cynthia Paulis as the last page was omitted from the one provided in the Board package.

D) The Board approved the format of the e-mail blast submitted by the Reference Department promoting some new Library services.

**VI. New Business**

A) Ms. Reilly advised that she will not be at the September Board Meeting.

B) Mrs. Gensler would like the Trustee Calendar provided with every Board package.

On motion by Ms. Reilly, seconded by Mrs. Gensler, and carried, the meeting was adjourned into Executive Session at 9 p.m.

The public meeting was reconvened at 9:40 p.m. There being no further action to take, on motion by Ms. Reilly, seconded by Mr. Laibach, and carried, the meeting was adjourned at 9:40 p.m.

The next Board of Trustees Regular Monthly Meeting will be held on Monday, June 13, 2011 at 7:45 p.m. at the Bar Harbour Library.

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Rosemary Gensler, Chairman

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Catherine R. Reilly, Vice Chairman